

Supervising Architects and Mentors Guidelines

Thank you for your interest in playing a key role in helping Interns meet the requirements of the Internship in Architecture Program (IAP).

This document is endorsed by the:

- Alberta Association of Architects (AAA)
- Architects Association of Prince Edward Island (AAPEI)
- Architects Licensing Board of Newfoundland and Labrador (ALBNL)
- Architects' Association of New Brunswick/Association des architectes du Nouveau-Brunswick (AANB)
- Architectural Institute of British Columbia (AIBC)
- Manitoba Association of Architects (MAA)
- Northwest Territories Association of Architects (NWTAA)
- Nova Scotia Association of Architects (NSAA)
- Ontario Association of Architects (OAA)
- Ordre des architectes du Québec (OAQ)
- Saskatchewan Association of Architects (SAA)

Introduction

The Architectural profession, through the eleven (11) self-regulating licensing bodies, has the mandate to establish the criteria and process for licensing as an Architect in Canada.

Successful completion of three key elements: Education, Experience and Examinations forms the basis for eventual licensing and registration as an Architect. Following graduation from an accredited degree program (Education) and upon registration as an Intern in one of the 11 jurisdictions, the Internship in Architecture Program (IAP) is the process by which graduates complete the additional two elements – Experience and Examinations.

In order to ensure the future of *your* profession and encourage the next generation of Architects, **Supervising Architects** and **Mentors** are expected to play a key role in the Interns successful completion of their IAP process. From the Supervising Architect and Mentors years of experience in the architectural profession and with the support and guidance expected and provided, Interns will learn and develop professionally. Based on the age demographics of the Architectural profession in Canada, at no other time has your commitment to these young professionals been more crucial.

This document is intended to provide a brief overview of those two key and important roles.

General

After graduating from an accredited degree program and having his/her education certified by the Canadian Architectural Certification Board (CACB) each graduate is eligible to apply for Intern membership in a Canadian Architectural Licensing Authorities (CALA) jurisdiction (preferably of residence) and once accepted, can begin fulfilling the requirements of the IAP.

Interns accumulate hours of experience towards the required minimum of 3720 hours in specific categories as set out in the IAP Manual. Hours are detailed in the Canadian Experience Record Book (CERB). In Canada, successful completion of the IAP permits mobility and allows an Architect registered/licensed in one Canadian jurisdiction to be eligible for registration / licensure in every other Canadian jurisdiction. Having a national program allows CALA to enter into mutual recognition agreements with other jurisdictions. Information about licensure in Foreign jurisdictions may be obtained from your Regulator.

Supervising Architect

Interns can only accumulate eligible experience hours under the personal supervision and direction or responsible control of a registered/licensed architect in his/her jurisdiction, in either an architectural practice or other eligible architectural employment situation (Note: pre-approval may be required for “other” eligible employment situations).

Supervising Architects:

- Must be familiar with the IAP’s objectives and experience requirements, and its documentation processes.
- Are responsible for guiding the Intern and helping them develop an understanding of the profession and the practice of architecture.
- Provide comments on the CERB prior to its submission to the CALA jurisdiction. Only the Supervising Architect has first-hand knowledge about the work the Intern has been doing and through the review process, ensures the information submitted is accurate. The written comments also share your insight on the Interns progress with the CERB Reviewers.
- Must sign the CERB confirming that the Intern has done the described work and has worked the hours submitted.
- Should review with the Intern, the Periodic Assessment Forms (PAF) that the Regulator provides each Intern after the Experience has been approved.
- Assist the Intern to respond to questions of the CERB Reviewer or Review Committee.

Mentors

Interns must have a Mentor who is a registered/licensed Architect in their recording jurisdiction, who is not employed at the Intern’s place of employment. In some jurisdictions, a retired Architect can act as Mentor. The Mentor’s role is a less structured relationship than the Supervising Architect, however, it is a relationship that may flourish and be life-long. The Mentor acts as an independent guide/advocate for the Intern who can discuss with the Intern their career objectives and other issues related to the profession.

Mentors:

- Must meet with Interns at six month intervals to review and sign his/her CERB prior to each submission to the regulator.
- Are encouraged to share insights about the Intern on the CERB as this information will be helpful to the CERB Reviewer or Review Committee.
- Are encouraged to meet with the Intern more frequently, if required, to review progress toward goals, current work experience and understanding of professional practice, responsibilities and to ultimately foster a healthy and professionally supportive relationship with the Intern.
- Discusses career objectives and broader issues related to the profession with the Intern.

Mentor Meetings

In order to assist the Mentor in understanding the importance of their role in the Interns IAP process and what is required when the Mentor meets with their Intern, template Agendas have been developed (Appendix 1) for initial and follow-up meetings between the Mentor and Intern. In some jurisdictions Mentors may be eligible for continuing education hours. Contact your local jurisdiction for confirmation.

What if I have questions about the Internship process or the IAP?

Contact your association and speak with the person responsible for the IAP, the Registrar or the Executive Director. They will do their best to answer any and all of your questions. Your Association appreciates your support of Interns, your commitment to the next generation of Architects and your support of the future of the profession in Canada.

What else does an Intern have to accomplish during their internship?

- The goal is for an Intern to learn the professional and ethical best practices as well as some of the practical aspects of working in or running an architectural practice.
- Interns must record 3720 prescribed hours of experience.
- After obtaining 2800 hours of approved experience, Interns are eligible to write the Examination for Architects in Canada (ExAC).
- Successfully complete the ExAC.

- Successfully complete the interview for first registration (where required by the jurisdiction).
- Successfully complete the French language proficiency exam (OAQ only).
- Complete the currency of experience in your jurisdiction should it indeed be an requirement.

Once an Intern has successfully completed each element of the IAP (Education, Experience, Examination and any other jurisdictional requirements) they are eligible to become a licensed Architect.

Additional Important Items for Interns

- Interns may not call themselves “Architects”, which through legislation, may be protected and used by registered members only. Interns should contact their Regulator regarding any allowed title and membership designation.
- Submit the CERB to your CALA jurisdiction every 900 – 1000 hours or when changing employers.
- Interns should keep their place of employment, Supervising Architect and Mentor information current with their Regulator.
- In some jurisdictions, Interns will be required to pay a late fee associated with a late CERB submission Interns should check with their Regulator to obtain their policy on CERB submission deadlines and penalties for late submissions.
- Administration of the ExAC is the same across the country. It is currently held once a year in every jurisdiction over the same two-day period typically in late-October or early November.
- Interns may be eligible to record experience gained in a foreign jurisdiction but should speak with the Regulator before considering this type of employment situation to determine if it would be considered an acceptable employment situation and satisfy the requirements of the IAP.
- The IAP allows mobility between Canadian jurisdictions.
- Interns should read the IAP manual, the appendices and related documents. Interns are encouraged to become familiar with their jurisdiction’s *Act, By-Laws and related legislative documents*.

- Every Regulator has policies related to parental leave, other leave and financial hardship. Interns are encouraged to contact them directly for further information.

Appendix 1

Template Agendas for Mentor – Intern Meetings

Template agenda – 1st Meeting

1. Intern to establish long-term goal – completion of IAP
 - a. Identify a time frame
 - b. Discuss how Mentor to assist/support and encourage development of goal
2. Intern to identify short term and intermediate goals and develop a plan.
 - a. Identify possible obstacles to completing plan to intended schedule.
 - b. Include in goals specific CERB experience categories,
 - c. Goal for written examination
 - d. Goal for other components of IAP
 - e. Consider together priority and logistics
 - f. Discuss how Mentor to assist/support and encourage development of goals
3. Intern and Mentor discussion
 - a. Intern’s current work experience, professional practice, issues arising
 - b. Mentor to provide feedback and guidance

Template agenda – Subsequent Meetings

1. Review progress towards long-term goal; adjusting as necessary
2. Review progress to short term and intermediate goals
3. Discussion of current work experience, issues arising, providing assistance/support and encouragement